

NOTICE OF VACANCY

AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at the HUMAN RESOURCES DEPARTMENT on:

MONDAY - FRIDAY

9:00 A.M. - 4:00 P.M.

After the recruiting period is expired, the applications will be referred to the respective department.

JOB TITLE:	DBE Coordinator
DEPARTMENT:	EOE
SALARY:	\$64,291.00 Annually
BEGINNING DATE:	December 23, 2003
CLOSING DATE:	open until filled

MINIMUM QUALIFICATIONS:

BA/BS degree in related field. 5-8 years work related experience in business administration, public administration or other related occupational field. Knowledge of state and federal laws, especially those pertaining to disadvantaged business enterprise program and employment. Knowledge of relevant local codes and ordinances. Knowledge of banking procedures certification of loans. Skill in oral and written communication Skill in updating and maintaining computer hardware and software. Travel from office to other locations may be required on a regular basis.

MAJOR DUTIES:

Reviews proposed purchases, bids, and contracts of Augusta, Georgia to assure compliance with the plan to enterprises in government contracting and other business activities. Counsels Disadvantaged Business Enterprises on government purchases, bids, and contracts and assists Disadvantaged Business Enterprises in obtaining government purchases and contracts and in the preparation of any bids. Assist prime contractors and other potential bidders in identifying and contacting certified Disadvantaged Business Enterprises (DBE's). Creates and enters contract data and statistical information related to DBE's and prime contractors into a database. Conducts quarterly workshops for Disadvantaged Business Enterprises on topics that would enhance Disadvantaged Business Enterprise participation with Augusta, Georgia. Informs Disadvantaged Business Enterprises and the CSRA Business League, in writing, of future bids openings. Investigates reported practices or violations of goals for participation for disadvantaged business enterprise participation in contracts agreed to by prime contractor. Creates a system to certify, monitor, audit, and enforce Link Deposit Program. Conduct compliance review of Disadvantaged Business Enterprises participation on Augusta government projects. Communicate with other Federal, State and Local Agencies as required. Provide assistance in complying with Federal Disadvantaged Business Enterprise guidelines to applicable departments.